

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Tuesday 22nd November 2016 at 7.30 p.m.

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
Governors 16								
Felicity Couch	FC	POM Orwell	X			Stand (Chair)		
Sara Metherell	SM	Fnd. Wimpole		X		Stand		
Katie Reid	KR	Fnd. Orwell	X			Res		
Colin Wilson CoG	CW	Fnd. Tadlow	X			Res		
Nigel Szembel	NS	Fnd. Arrington	X	X		Res		
Linda Meredith VC	LM	Fnd. Croydon	X			Stand Res		
Vacancy		Fnd. Whaddon						
Vacancy		Coopted						
Helen Daw	HD	Coopted	X			Res (Chair)		
Vacancy		Parent						
Nina Kelly	NK	Parent	X			Res (Clerk)		
Jane Johnson VC	JJ	LA	X			Stand		
Laura Penrose	LP	Co Headteacher	X			Stand Res		
Karen Gwynn	KG	Co Headteacher/ Staff	X			Stand Res		
Vacancy		POM Tadlow						
Vacancy		POM Whaddon						
Associate Members								
Caroline Fawcus		AM	X			Stand (Clerk)		
Sue Slator		AM		X		Res		
In attendance								
Tabatha Smith		DHT	X					
Mr Mike Kibby	MK	HfL Clerk	X					

	Decisions and Actions	Who	When
	Welcome and Opening Prayer The Chair opened the meeting and the prayer was lead by Felicity Couch		
1.	Apologies. Apologies were received and accepted from SS, SM and NS who may be late.		
2.	Declaration of conflicts of interest and Pecuniary Interests. Governors were reminded that should a conflict of interest arise for anyone in the course of a meeting they must declare it and withdraw from the meeting. There were no declarations. CW reminded those present that all information discussed and written is confidential.		

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3.	Notice of Any Other Business. None noted.		
4.	Minutes of the meeting of 6th September 2016. The minutes were approved and signed.		
5.	Matters Arising. Position of Chair and Vice Chair - CW will step down as COG next year. It is hoped the Vice Chair will get used to the post ready to take over. JJ would like to share the VC post and LM was prepared to help her, but LM would not be able to take up the COG post next year. Prospectus - is updated for 2016-17 on the website. Any Governor ideas or comments to LP. Website - is up and running and all Governors have passwords for access. All documents will be put on a central position once they have been approved. The Staff Document will contain all the policies as this keeps them in one place without duplicates appearing. Documents will be named as 'draft' (in the committee folder) and 'final' (in the policy folder). Checking what is on the website will be an ongoing exercise and the site continues to evolve. A Buildings document will also be available. Currently only Clerks and Governors working on the website update can edit information. Q. What is the focus of the Learning Walk? To see the SDP in action.		
6.	Headeachers Report. A large number of documents had been circulated in advance, many for approval and Governor agreement. <ul style="list-style-type: none"> • SEF and Key Priorities for school improvement were listed and Governors were asked to approve the KS2 targets. These are challenging targets and were discussed with the SIP at her recent visit. Any revised framework for assessment will not come into play until at least 2018. The targets are listed in the SIP report. Governors approved the targets. ARE and Progress are both targeted for each cohort. • Kitchen - CCF have been unable to recruit senior staff and this has resulted in a delay of the change to the production kitchen. Pupils and parents continue to give feedback about the present situation to enable staff to adapt the current interim solution. There is an impact on learning as more time is needed to explain the menu to pupils and to clear away. • Policies - the following policies were either approved or had only received minor updates to details: <ul style="list-style-type: none"> - Attendance - recommended by Resources - Approved. - Admissions – previously considered by Resources - approved - Social Networking - no changes - Approved. - Offsite Visits - comes under the Child Protection agenda. LP and TS have attended off site training - Approved. - Prevent - comes under the CP agenda. It was noted this is currently under discussion in the news. Approved. - Sex and Relationships - This forms part of a cumulative curriculum for Yr3 and Yr4. It follows the CCC model. KG has also worked on this. The policy first goes to the FGB and then to parents for consultation. It can be a controversial area. Q. What happens if a child is withdrawn from sessions? How do you deal with this? This is not common but is not rare either and is dealt with very sensitively. The school will discuss the programme with parents. It can be difficult not to attend for pupils. Rather than being a unit at the end of the academic year, we are moving towards it being part of the ongoing curriculum. All parents have the opportunity to see the material used. The useful link of school nurse is currently no longer provided by the nursing team. She used to talk to Yr5&6 and was then a familiar point of contact at secondary school. Governors agreed with the action the school		

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	<p>was taking on this subject. Approved. To review subject to any parent and pupil comments at the next meeting.</p> <p>- Maternity and Paternity Leave - follows a model policy - Approved.</p> <p>- School Uniform - will be enforced following advice to parents and discussion. The FGB reviewed the statement and the Headteachers enforce it. Governors were asked to look at the detail in the prospectus and on the website.</p> <p>Q. Have there been problems so far? It can be a controversial area. The current issue is defining footwear, boots and shoes. The requirement is for footwear to be black shoes. The wearing of boots remains not allowed indoors. Pupils can change into black shoes or plimsols indoors.</p> <p>Governors felt that uniform was a way to represent the school and its expectations. The majority of families have adopted the uniform, they work closely with school to adhere to the policy and pupils look very smart. There have been a very small minority of objections. If school uniform is a policy rule it should be enforced. All stakeholders have commented this. Variance causes discussion and argument. Parents were given good notice of the requirements before the summer holidays in order to prepare when buying clothing for school.</p> <p>Grey pinafore dresses will be added to the list. This has always been part of the uniform but was missed in the last revision of the document.</p> <p>The uniform policy is in the prospectus and enforcement will be announced throughout this term in newsletters and come into place in January.</p> <p>- PSHE policy - approved.</p>	FGB	Agenda Feb'
7.	<p>Committee Reports and Strategic Group.</p> <p>Standards and Finance - Clerks of committees were thanked for taking on this role. The process for clerking is draft minutes are sent to the Chair of the committee, any amendments will be made, copies of the draft sent to committee members, the minutes are approved at the following meeting and then circulated and posted in the Governor area of the website.</p> <p>Strategic Group update - All members had been given tasks to do from the last meeting. Information is in the SEF showing the priorities.</p> <p>Committee Minutes.</p> <p>Standards - The committee discussed the terms of reference. The Headteachers qualitative judgements were discussed and questioned. The committee commissioned the Headteacher to respond to the question: How do you know children are healthy?, and to report back. Subject leadership role, their reports and SENCO role were also discussed.</p> <p>Resources - The committee discussed the terms of reference, PP funding, virement to staff categories and strategy, ICT funding virement, approved Service Level Agreement and Sports Premium were discussed. Another report on Sports Premium is to follow. SFVS is in place and LM and CW will audit the finances.</p> <p>Premises - The school roof will not be replaced this year. The estimated cost is £40,000. Projections show a possible financial overspend. The school is required to find 10% of the roofing cost.</p> <p>Q. How urgent is the roof? It is still dry and waterproof but deteriorating. There is no point in spending on this whilst further building work could affect it.</p> <p>Healthy and Safety audit has been completed with half termly H&S walks done. Staff are very vigilant about H&S.</p> <p>The SCR and data protection log was checked. Charging and Remissions policy is up to date. A revised model complaints policy is awaited from CCC.</p> <p>There is an issue with the new build on Hurdleditch regarding parking as the school did not have an updated Travel Plan. A new plan has been completed.</p> <p>An expenditure grid showing details of Sports Premium was show. SP income is £8700 of which £4503.91 has been spent to date.</p> <p>Forest School may be delayed until next year. It is still the vision to link Forest</p>		

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	<p>School with Pupil Premium as it is a particularly good activity for these pupils eg Maths learning outside the classroom. Awareness of risk activities in Forest School, eg outdoor cooking are also expected. Staff are being trained in intensive first aid</p> <p>Pupil Premium - All meetings have PP and SEN pupil progress on the agenda. Analysis ensures a comparison with non-PP/SEN pupils. Tracking is detailed.</p> <p>Q. Next year information? The Provision Map shows the intervention provided and how needs are met.</p> <p>Q. £31,205? Not just PP but all pupils receiving support and intervention. Any child with a need will be on the provision map. A full breakdown analysis spreadsheet of expenditure, resources, impact etc for 2016 to 2017 is available to staff involved and to Governors on visits. It includes a running record from baseline.</p> <p>Q. Results? These are at the end of Autumn term and the final assessment. Regular assessments are made and objectives/structure revised to deal with each need. The baseline assessment takes time but is essential to track progress and effectiveness. The impact column has a space for parent and pupil comment.</p> <p>Q. Now in place, how is it going? There has been a positive impact in phonics and reading and also in staff esteem. Pupil social skills are also developing well.</p> <p>Q. How do the targets set compare to those of other pupils? Targets are very specific in order to be measurable. TS to arrange to talk to LM about this. There are high expectations of PP pupils who are receiving support to diminish the difference. This also forms part of staff PM objectives.</p> <p>The school uses Target Tracker which has six steps progress across a year. About 25% of schools use this system. There is no set CCC or national system.</p>		
8.	Terms of Reference. These had been agreed at each Committee meeting and were approved at the FGB.		
9.	School Values. The school values are currently being reviewed with an aim to reflect a greater Church school ethos. A meeting has been arranged for governors, staff, parents and pupils to discuss these. The current stated values stemmed from the Olympics but need revision to cover everything the pupils do in school. Pupils will discuss values from now and especially during the spring term. It was felt that the definition of what is a value needed to be made and from the church perspective there are 18 values to be discussed. Would children understand what values are? Last year each week was spent discussing one value with further information in the Newsletter. The discussion meeting has been scheduled for 8 th February 2017 at 1.30 pm.		
10.	Governors Evaluation. Outcome for Children as Learners. Governors were given nine questions to complete to give answers including evidence, further actions and governor responsibilities. Comments and notes written on the forms were handed to LP for further collation. The Standards Committee had commissioned a question asking for more details on teacher assessment and Target Tracker "What does assessment in Target Tracker look like and show?"	LP. KG	Asap
11.	Governor Skills Audit. Although some forms had not yet been returned an obvious gap was in general Finance awareness. It was agreed the Resources Committee all needed to be trained in this area. However, the expertise in financial management, eg in buying and procurement, was managed by the Headteacher. Governors did not need a fully detailed knowledge in all matters as 1 Governor is very experienced and support is provided (e.g. by Diocese) in large projects. Resources Committee to look for suitable training.	Res Cm	Asap
12.	Governor Visits. SM and LM had visited. CW had submitted a written report.		

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	In focus were Marking and feedback to pupils and Display and the Learning Environment. Comments noted that displays look very tidy and pupils take pride in their books and staff in their marking. Presentation is very good. Targeted support was evident.		
13.	Governor training. Resources Committee to organise Finance training. LM attending Committee Chairs tomorrow. JJ & SM to attend a Workshop for Governors.		
14.	AOB. None notified		
15.	Reflection on the meeting. The Full Governing Body met on the 22nd November 2016. At the meeting they: <ul style="list-style-type: none"> • Reviewed and approved the school Prospectus. • Ensured that monitoring confirms that the website is statutorily compliant. • Approved school targets for the end of KS1 & KS2 pupils for 2017. • Policies were discussed and approved. This includes the PSHE and Sex and Relationship Education policies which are now available on the school website in the 'Policies' section under 'School Information'. We invite any parent comments and questions in advance of their implementation in Spring 2017. • Reviewed the Headteachers' report and asked questions about this to ensure standards are being raised further. • Discussed school uniform and approved the current expectations . • Received an update from the Strategic Group of Governors and ensured this information informs the School Self Evaluation . • Reviewed the pupil premium strategy of planning, interventions, assessment, targets and high levels of challenge to ensure funds are effectively targeted. • Completed a self evaluation of the outcomes for children and commissioned the Headteachers to report on questions raised. • Discussed the school Values and how to present these effectively when all stakeholders will be asked to contribute to our values review in the Spring. • Approved salary recommendations. • Planned Governor training and skills and received reports on attended training. 		
16.	Salaries Committee. Staff and the Chair left the meeting whilst PM outcomes were discussed. LP needs to process the Governors agreement regarding staff salaries. The recommendations from the salaries committee were approved . Governors were able to account for their recommendations, which took regard of the extra load and responsibilities placed on some staff during a period of intense change and the work required to implement such change. Staff and Chair returned to the meeting.		
17.	Date of next meeting Wednesday 8th February at about 5.00 pm following another event.		D. 28.11.16

The meeting closed at 9. 30 p.m.

Signed.....Date.....

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